

## CONCENTRATOR REPORTING

High schools report CTE Concentrator data to the ADE annually. The **Concentrator Report** is a report due annually on June 23. This report includes names and other relevant information for:

- Students who meet the Concentrator definition by having earned two Carnegie Units in their CTE program of study
- Active programs listed in a school's Program Profile Table or inactivated programs that have a date of July for the current year (a school's Program Profile Table is accessed on the ADE CTE website at <http://www.ade.az.gov/PerfMeasures/splash.asp>)
- Students who left during the current year because they graduated, dropped out, were suspended or expelled, or who were absent for unknown reasons or whose status is unknown.

## Secondary CTE Program Concentrator Report

Concentrator Information		
<b>CTDS</b>	<b>School Name</b>	<b>Fiscal Year</b>
12-34-56-001	SAMPLE SCHOOL	2009
<b>Program</b>		<b>Description</b>
46.0200		Carpentry Technology

Student Information	
<b>Student Name (First, MI, Last)</b>	Jim Student
<b>Student Birthdate</b>	01/02/1991
<b>Gender</b>	Male <input type="button" value="v"/>
<b>Race</b>	White <input type="button" value="v"/>
<b>SAIS ID Number</b>	
<b>Federal/State Record Indicator</b>	Federal

Special Populations Participation Information	
<b>At Graduation this student was receiving Special Population services:</b>	NO

Carnegie Unit Tracking Information	
<b>Number of Carnegie Units Earned</b>	3

ADE CTE Use Only State Assessment Information					
<b>Assessment - Carpentry - Opt A</b>	Tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Passed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Assessment - Cabinetmaking - Opt B</b>	Tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Passed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

ADE CTE Use Only SAIS Migrant Information	
<b>Migrant</b>	

ADE CTE Use Only SAIS Leave code/Year End Code Information	
<b>Leave Code/Year End Code</b>	

Concentrator Report Information	
<b>Concentrator Report Completed Date</b>	09/29/2008

The Concentrator information represents part of the data used to calculate local and state performance on the Arizona Performance Measures. Reported Concentrator information includes:

- Unique county, school type, district, and school number (CTDS)
- Name of School
- Fiscal Year
- Classification of Instructional Program (CIP) program number
- Student's name
- Student's birth date
- Gender
- Race
- SAIS ID Number
- Federal/State record indicator
- Special Populations Services Information
- Carnegie Units Earned Information
- Assessment Information (ADE-supplied)
- Migrant Information (ADE-supplied)
- SAIS Leave Code/Year End Code Information (ADE-supplied)
- Date Concentrator Report Completed

## Values for Concentrator Reporting Elements

**CTDS** – The CTDS number (County Code, Type Code, District Code, and School) is a unique number assigned by the state and can be obtained from the ADE web site's school search at <http://www.ade.az.gov/edd/>. The number must be accurate to ensure data is correctly credited to the school when either funding or performance results are calculated. A complete list of the CTDS numbers participating in CTE reporting as of the publication date for this Handbook can be found in the section CTDS Numbers.

**Name of School** – The name of the school assigned the reported CTDS number

**Classification of Instructional Program (CIP) Program Number** – This is the U.S. Department of Education's uniform numbering and classification system of educational programs. Six-digit CIP program numbers for all Arizona CTE programs can be found in the "CTE Program List" section.

**Fiscal Year** – Refers to the July 1 through June 30 fiscal year reporting period, e.g. July 1, 2008 through June 30, 2009 would be referred to as FY 2009.

## Student Information

**Student Name** – The first name, middle initial and last name of the Concentrator. The middle initial is optional.

**Student Birth Date** – The month, date, and year of the student's birth reported in the format MM/DD/YYYY, e.g. 08/16/1988. Only birth years for the range of ages 14 through 21 are considered valid birth years. For example, in 2008 the valid range of years is 1987-1994.

**Gender** – Identifies the Concentrator as male or female.

**Race** – Identifies racial or ethnic groups for required reporting purposes. There are five codes.

- White non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa or the Middle East. Excludes persons of Hispanic origin.
- Black non-Hispanic: A person having origins in any of the black racial groups in Africa. Excludes persons of Hispanic origin.
- Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original people of North America and maintaining culture identification through tribal affiliation or community recognition.
- Asian or Pacific Islander: A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**SAIS ID Number** – The Student Accountability Information System (SAIS) unique identification number is assigned by the Department of Education to each Arizona student. The SAIS is a required field on the Concentrator record. During data entry, the SAIS ID number is entered twice, to confirm that the set of digits entered is the correct one for this Concentrator record. Once the Concentrator record has been successfully submitted to the CTE database, the SAIS ID only appears once.

**Federal/State Record Indicator** – The first Concentrator record entered for a student, or any duplicate Concentrator record identified by the school as the “federal” record, is included in the performance measure calculations. Any duplicate Concentrator records entered for the same student are designated “state” records. State records are used only in state Placement funding calculations, when the Placement is related to the Concentrator’s high school CTE program of study. Choosing whether the Concentrator record should be identified as federal can depend on several factors:

- Does the program need more Concentrators to show a reasonable number of Concentrators for the size of the program enrollment?
- Does the program need more Concentrators to meet the expected performance level?
- Does the program need more nontraditional student Concentrators to meet the expected performance level?

### **Special Populations Participation Information**

In order to provide specific federal data as required by the Consolidated Annual Report (CAR), eligible categories of students who are participating in Career and Technical Education (CTE) must be reported as Special Populations students. All students in these categories who participate in CTE must be reported. Students should be reported in categories based on documentation in the student's permanent record and/or using the district's student demographic database, such as SAIS. A student may be reported in only one Special Populations category. Report using the category most applicable to the student from this list of eligible groups.

**Individuals with Disabilities (Handicapped)** – A student with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) as follows:

- A physical or mental impairment that substantially limits one or more of the major life activities of that individual
- A record of such an impairment;
- or being regarded as having such an impairment.

Includes those students evaluated under IDEA and determined to be in need of special education and related services and any individual considered disabled under Section 504 of the Rehabilitation Act of 1973.

**Limited English Proficiency (LEP)** – A secondary school student, an adult or an out-of-school youth, who has limited ability in speaking, writing or understanding the English language and:

- Whose native language is not English or
- Who lives in a family or community environment in which a language other than English is the dominant language.

**Economically Disadvantaged** – A family or individual including foster children, whom the Local Education Agency identifies as low income (on the basis of uniform methods described in the State ESEA plan). Examples of eligibility definitions include

- Annual income at or below the official poverty line
- Eligibility for free school lunch
- Eligibility for Aid to Families with Dependent Children or other public assistance programs and
- Eligibility for participation in programs assisted under Title I of the WIA

**Single Parent** – Any individual who:

- Has custody and
- Responsibility for the support and care of one or more dependent children under the age of eighteen in the same residence

**Note:** For eligibility purposes, a person who provides child support but no custodial care is not considered a single parent. Single pregnant women are eligible for services.

## **Concentrator Success Information**

**Assessments** – The system of measurement for technical knowledge and skills for each program/option identified on the Arizona Program List. Identifies the industry-validated state assessments options that were tested and passed for a CTE program.

**CTE Assessment System** – The system is designed to assess Concentrators who have completed the state-designated sequence of courses. Currently online written assessments measure technical knowledge and skills identified by Arizona business and industry for each the CTE program/option. It is anticipated that there will also be scenario and portfolio types of assessments included within assessment process. Performance assessment will be developed within three - five years. The results of the CTE Assessment System are matched to the student SAIS number and used to determine Technical Skill Attainment for Performance Measure 2S1 and also meet the JTED reporting requirements.

**Migrant** – Students of families who migrate to find work in the agricultural and fishing industries.

**SAIS Leave Code/Year End Code** – Identifies with an “expelled”, “absence”, “drop out”, “graduated”, or “still enrolled” answer whether a student has left school or is still enrolled. This field will be populated from the ADE SAIS database.

Note: Students who are still enrolled are not included in the performance measures calculations, but remain “stored” in the CTE database until the school changes the Concentrator’s leave code. This list “rolls over” each year to be available at the start of a new reporting period. Schools can save time by reviewing the list of “still enrolled” Concentrators each year and changing the leave codes to match the student’s current status. As soon as the Concentrator record has an “expelled, “absence,” “drop out”, or “graduated” code, the Concentrator record appears on the list of Concentrators to be included in the current year performance measures and disappears from the “still enrolled” list of Concentrators.

## **Concentrator Report Information**

**Concentrator Report Completed Data** – The date the record is submitted is entered automatically by the system in the format MM/DD/YYYY, e.g. 4/16/2009. This is a read-only field.

**Submit** – Clicking on the submit button sends the information from the school's data entry computer to the CTE online database. Messages regarding any errors in the Concentrator record will be returned immediately to the school's data-entry computer. Possible errors include blanks in required fields (e.g. Student first and last name is required) or invalid values in required fields. If no errors are detected, a "There were no errors saving this record" message appears prompting the data entry computer to click the "finish" button for the Concentrator record. After clicking "finish," the Concentrator record appears on the list of Concentrators and is available to view, modify, or delete.

### **Process for Reporting CTE Concentrator Information**

Choose method of submitting Concentrator information:

- Online
- Text file

The process for reporting Concentrators online begins on the next page. The process for reporting Concentrators in a text file follows.



## Process for Online Concentrator Reports

**Step 1** Access the online system <http://www.ade.az.gov/PerfMeasures/splash.asp>. The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system. Online user manuals for login and for entering Concentrator records and are found at <http://www.ade.az.gov/cte/DIG/> “Logging into the System” and “Adding a New Concentrator.”

**Step 2** Select the Concentrator on the left side of the page.

**Step 3** Choose a school either by name from the drop down box or select a school CTDS from the drop down box. Every task during the login session will apply to this selected school, unless another school is selected.

The screenshot displays the Arizona Department of Education Internet Data Submission Application. The sidebar on the left contains the following links: Placement Concentrator, Enrollment Maintenance, Basic Grant Administrative Reporting N. O. I., Click on Conc Report to add/view student concentrator and graduate information, including Special Populations participation and concentrator success information. The main content area is titled "Select the School You want to work on" and features a "Career and Technical Education" section. This section includes two options: "Choose a School" with a dropdown menu showing "-Select a School-" and "OR Select a CTDS" with a dropdown menu showing "OR Select a CTDS". A "Go" button is located below these options. The browser status bar at the bottom indicates "Done", "Local intranet", and "100%".

**Step 4** Confirm the system has responded with the school selected by checking the name in the upper left hand corner. If the selected school is incorrect, use either the “Click Here to Change” link or the “back” button to return to the school selection screen.

The screenshot shows the Arizona Department of Education Internet Data Submission Application. The header includes the Arizona Department of Education logo, the application name, and links for Home and Exit. The editing school is listed as SAMPLE SCHOOL, with a link to change it. The main heading is 'Concentrator Fiscal Year Selection'. A table titled 'Listing of Fiscal Years' lists years from 2004 to 2009, each with a 'Graduates' link. A '< Back' button is below the table. A definition of a Program Concentrator is provided, stating it is a secondary student with two or more Carnegie Units/credits in a state-designated sequence in an approved Career and Technical Education program. It also notes that Carnegie Units/credits must be in a single Career Preparation program as outlined in the CTE Handbook. A left sidebar contains navigation links for Placement, Concentrator, Enrollment, Maintenance, Basic Grant, Administrative Reporting, N. O. I., and a section for clicking on Conc Reports to add/view student concentrator and graduate information, including Special Populations participation and concentrator success information.

Arizona Department of Education  
Internet Data Submission Application  
Home Exit

Editing School : SAMPLE SCHOOL  
[Click Here to Change](#)

### Concentrator Fiscal Year Selection

Fiscal Year
<a href="#">2009 Graduates</a>
<a href="#">2008 Graduates</a>
<a href="#">2007 Graduates</a>
<a href="#">2006 Graduates</a>
<a href="#">2005 Graduates</a>
<a href="#">2004 Graduates</a>

[< Back](#)

**Definition of a Program Concentrator:**  
A secondary student who has transcribed two (2) or more Carnegie Units/credits in a state-designated sequence in an approved Career and Technical Education program.

The Carnegie Units/credits must be in a single Career Preparation program as outlined in the CTE Handbook.

Placement  
Concentrator  
- Concentrators  
Enrollment  
Maintenance  
Basic Grant  
Administrative  
Reporting  
N. O. I.

Click on  
Conc Report  
to add/view  
student  
concentrator  
and  
graduate  
information,  
including  
Special  
Populations  
participation  
and  
concentrator  
success  
information.

**Step 5** To enter Concentrator information, click on the current year at the top of the “Listing of Fiscal Years.”

**Step 6** Check whether the school already has Concentrator records entered as “still enrolled” from previous years, by clicking on the “Include only Students Still Enrolled box and then clicking on Go. A new list of only students still enrolled will display. Be sure and check whether any students on this list have left high school this year. Change the leave code for any student who left because of graduation, dropping out, expulsion, or whose status is unknown. When the leave code is changed from “still enrolled,” the Concentrator record moves to the Concentrator list to be used in performance measures for the current year.

**Arizona Department of Education**  
Internet Data Submission Application

**2009 Secondary CTE Program Concentrator Report**

☐ Include only Students Still Enrolled [Go](#)

Check the above box to include students Still Enrolled (not yet graduated) in the student list. Leaving the box unchecked will exclude all Still Enrolled students from the list.

By default the list is sorted by Last Name within Program. To sort by Last Name first and then Program, click on the highlighted Last Name column label. To return to the original sort order click the highlighted Program column label.

After you have entered Concentrators for all active programs, click the Create Verification Report button to generate a Concentrator Verification report. If you agree that the report is accurate, sign and date it and fax it to CTE at: (602)542-5832. The original report must also be mailed to CTE at:

Arizona Department of Education  
Career and Technical Education  
Management Information Services Unit  
Bin 36  
1535 W. Jefferson Street  
Phoenix, AZ 85007

After printing the report, if concentrators are missing from any program and you have actual concentrators for that program, please enter them into this system and generate a new report. Only when you are satisfied that the report is accurate should you sign and fax the Verification report.

**When you are ready to submit your Concentrator Report to CTE  
click here to generate the Concentrator Verification Report:**

[Create Verification Report](#)

\*\*\* Legend \*\*\*

Done Local intranet 100%

**Step 7** To see the Concentrators that have left school and will be used in this year’s performance measures, uncheck the box and click on Go. A new list of Concentrators with leave codes will display.

**Step 8** To enter a Concentrator record, click on “Add New Record.”

**Arizona Department of Education**  
Internet Data Submission Application

Concentrators for that program, please enter them into this system and generate a new report. Only when you are satisfied that the report is accurate should you sign and fax the Verification report.

**When you are ready to submit your Concentrator Report to CTE click here to generate the Concentrator Verification Report:**

Create Verification Report

**\*\*\* Legend \*\*\***

TP = Tech Prep  
F/S = Federal/State Record Indicator  
LC = Leave Code

**Leave Code Values**

Still in School = E1, SE, SC, SA  
Expelled = W3  
Absence = W4  
Dropout = W5, W12, W13, C, A  
Graduated = W7, G  
GED = W11

This list Excludes all Still Enrolled Students

**Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL** [Add New Record](#)

Last Name	First Name	Program	Number	TP	F/S	LC	Spec Pops	Action
Student	Joe	Telecommunications Maintenance and Installers	47.0100		F	N/A	NO	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
Student	Jim	Automotive Technologies	47.0600		F	N/A	YES	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>

< Back

Done Local intranet 100%

**Step 9** Select a program either by selecting a program name from the drop down box or select a program number from the drop down box. Click on the “Submit” button.

## Secondary CTE Program Concentrator Report

Concentrator Report Information	
Choose a Program Description	-Select a Program-
OR Select a Program Number	-OR Select a Program Number-
Select the graduation Fiscal Year	2009

**Step 10** Enter data for the Student Information including name, birth date, gender, race, and SAIS ID.

**Step 11** Enter data for the Special Populations Participation information. The selection defaults to “Non-ICTEP” if no information is entered.

**Step 12** Enter the number of Carnegie Units earned. Choose a number from the drop-down box.

Concentrator Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2009
Program		Description
46.0200		Carpentry Technology

Student Information	
Student Name (First, MI, Last)	<input type="text"/> <input type="text"/> <input type="text"/>
Student Birthdate	<input type="text"/>
Gender	<input type="text"/>
Race	<input type="text"/>
SAIS ID Number (Mandatory)	<input type="text"/>
Confirm SAIS ID	<input type="text"/>
Special Populations Participation Information	
At Graduation this student was receiving Special Population services in category:	--Non ICTEP--
Carnegie Unit Tracking Information	
Number of Carnegie Units Earned	2

**Step 13** The information in the sections ADE CTE Use Only will be filled in for you. The ADE CTE State Assessment information will be used to populate this section (when available). The SAIS Migrant information and SAIS Leave code/Year End Code information will also be used to populate this section (when available).

ADE CTE Use Only State Assessment Information					
Assessment - Carpentry - Opt A	Tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Passed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessment - Cabinetmaking - Opt B	Tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Passed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
ADE CTE Use Only SAIS Migrant Information					
Migrant	<input type="text"/>				
ADE CTE Use Only SAIS Leave code/Year End Code Information					
Leave Code/Year End Code	<input type="text"/>				
Concentrator Report Information					
Concentrator Report Completed Date	<input type="text" value="09/30/2008"/>				

**Step 14** The current date is displayed in the Concentrator Report Completed Date. Click on the Submit button to save the data.

**Step 15** Check for error messages, such as the sample message below.

Concentrator Information		
<b>CTDS</b>	<b>School Name</b>	<b>Fiscal Year</b>
12-34-56-001	SAMPLE HIGH SCHOOL	2009
<b>Program</b>		<b>Description</b>
52.0300		Accounting and Related Services

Student Information		
<b>Student Name (First, MI, Last)</b>	Joe	Student
<b>Student Birthdate</b> Invalid Date: use mm/dd/yyyy		
<b>Gender</b>	Male	
<b>Race</b>	White	

Correct any errors and save the record by clicking on the Submit button.

**You must hit the submit button to save any changes made**


Submit	Cancel
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**Step 16** Click on Finish if there are no errors in the Concentrator record. The record will be added to the database, the student name will appear on the Concentrator list, and the information can be viewed or modified on the Concentrator record.

Concentrator Report	
There were no errors saving this record.	Finish

**Step 17** Add additional Concentrator records for all programs at this school. The summary page (Concentrator list) will continue to grow as Concentrator records are added. Concentrator records can be entered in any order. The list will automatically sort Concentrator records by the CTE program CIP number, starting with the lower CIP.

**Note:** It is possible to sort the Concentrator list by student name if needed, which is helpful in searching for duplicate Concentrator records. Looking at duplicates is helpful to see which record is set to federal or state for any Concentrator with more than one record. Sort the list by student name by clicking on the Last Name column.



Reports for 12-34-56-001 - SAMPLE SCHOOL								+ Add New Record		
Last Name	First Name	Program	Number	TP	F/S	LC	Spec Pops	Action		
Student	Joe	Accounting and Related Services	52.0300		F	W7	YES	View	Modify	Delete

This will sort the Concentrator list alphabetically by last name.

The list can be sorted back into CTE programs by clicking on the **Program** column.



**Step 18** When done modifying all students, click on the Create Verification Report button. A new link will appear on the webpage after the report has been created. Click on the link and open the new report.

**When you are ready to submit your Concentrator Report to CTE  
click here to generate the Concentrator Verification Report:**

Create Verification Report

[Click here to view the report](#)

**Step 19** Review the Concentrator Verification report for accuracy. After printing the report, if Concentrators are missing from any program and you have actual Concentrators for that program, please enter them into this system and generate a new report. Only when you are satisfied that the report is accurate should you sign and fax the Verification report. If you agree that the report is accurate, sign and date it and fax it to CTE at: (602)542-5832. The original report must also be mailed to CTE at:

Arizona Department of Education  
Career and Technical Education  
Management Information Services Unit  
Bin 36  
1535 W. Jefferson Street  
Phoenix, AZ 85007

## Entering Duplicate Concentrator Records

Many schools have students who earn enough Carnegie Units/Credits to be a Concentrator in more than one CTE program. It is possible to enter duplicate Concentrator records for the same student, although only one Concentrator record for each student is ever used in performance measures calculations. A Concentrator record entered for a student is always set as the “federal” record to be counted in the performance measures calculations. When a duplicate Concentrator record is entered, a message screen appears identifying the duplicate record and asking for a designation of the federal record by choosing between:

- Setting the duplicate Concentrator record as the federal record
- Setting the duplicate Concentrator record as a state record

### 2009 Secondary CTE Program Concentrator Report

**Joe Student** already has an existing record. Before we can add **Joe Student** in new program **Graphic Communications**, please choose one of the following :

<input type="radio"/>	Set <b>Graphic Communications</b> as Federal record.
<input type="radio"/>	Set <b>Graphic Communications</b> as State record.

You must hit the submit button to save any changes made

Cancel	Submit
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Concentrator Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2009
Program		Description
10.0300		Graphic Communications

Student Information		
Student Name (First, MI, Last)	Joe	Student

State records are used only in state Placement funding calculations when the Placement is related to the Concentrator’s high school CTE program of study. A related Placement is one that directly uses or builds on the occupational standards acquired in the student’s high school CTE program.

When the Placement information is entered on the state record and there is no Placement information on the federal record, the federal record automatically records the same type of Placement (e.g. education, military or employment) as the state record. The federal record will count this Placement in the performance measures calculations. The federal record designates the Placement as not related to the Concentrator’s high school CTE program.

## Choosing Between Identifying Concentrators as Federal or State Records

Choosing whether the duplicate Concentrator record should be identified as federal is done by the school or district entering the information. The choice can depend on several factors:

- Does the program need more Concentrators to show a reasonable number of Concentrators for the size of the program enrollment?
- Does the program need more Concentrators to meet the expected performance level?
- Does the program need more nontraditional student Concentrators to meet the expected performance level?

The Federal/State indicator appears as a column on the Concentrator list.

Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL								+ Add New Record		
<u>Last Name</u>	First Name	Program	Number	TP	F/S	LC	SP POPS	Action		
Student	Joe	Telecommunications Maintenance and Installers	47.0100		F	N/A	NO	View	Modify	Delete
Student	Jim	Automotive Technologies	47.0600		F	N/A	YES	View	Modify	Delete

## Process for Text File Concentrator Reports

**Step 1** Acquire text file layout definitions for Concentrator files at:  
<http://www.ade.az.gov/cte/GrantsMIS/filelayout/CTEConcentrator.asp>.

Submitting data in text files requires the correct record format so local district information loads without errors into the ADE CTE Performance Measures Database.

**Step 2** Review the text file layout definitions to determine whether the school or district data can meet the requirements.

**Step 3** Inform CTE of the intention to submit text files. Since the local process of extracting or compiling Concentrator information often requires coordinating between CTE staff and local Information Technology or MIS personnel, districts are encouraged to access the CTE Section GMIS staff for technical assistance well before the June 23 reporting deadline. Letters are sent annually to prospective districts intending to submit text files.

**Step 4** Create the Concentrator text file.

**Step 5** By early June, include the school name in the subject line and email the Concentrator file to ADE CTE at: [CTEDataCollection@azed.gov](mailto:CTEDataCollection@azed.gov).

**Step 6** ADE CTE logs the receipt of the Concentrator file and processes the file.

**Step 7** ADE CTE sends a confirmation email informing the school or district of the number of valid Concentrator records successfully loaded to CTE database and notes any errors. If there are no errors, click on the Create Verification Report button and open/review the Concentrator Verification Report. Sign the report and fax it to CTE at: sign and date it and fax it to CTE at: (602)542-5832. The original report must also be mailed to CTE at:

Arizona Department of Education  
Career and Technical Education  
Management Information Services Unit  
Bin 36  
1535 W. Jefferson Street  
Phoenix, AZ 85007

**Step 8** If there are errors in the text file, an email will be sent informing the school or district of the errors. These errors must be corrected and the text files re-sent to CTE and re-loaded into the ADE CTE Performance Measures Database. Since this often involves discussions with local IT or MIS personnel, it is important that local staff is available and accessible during this phase and have not left for the summer break. After the errors are corrected, ADE CTE sends a confirmation email informing the school or district of the number of valid Concentrator records successfully loaded to CTE database. When this confirmation email is received, click on the Create Verification Report button and open/review the Concentrator Verification Report. (see Step 7)